



Web Conferencing improves collaboration by promoting communication and interaction regardless of location. With Web Conferencing, users employ telephone and Web capabilities to hold group meetings and presentations in order to maximize efficiency and facilitate group work. The Portal provides a venue for EPA users to utilize Web Conferencing as a tool to accomplish time critical goals through multimedia services. The Web Conferencing capability available will allow you to fulfill requirements of projects easier by providing a seamless environment for conducting your business.

Web Conferencing provides six (6) capabilities that are unique and helpful in a collaborative environment:

- **Document Sharing** allows users to select documents for participants to review before the meeting and show via desktop sharing during the meeting. This capability is ideal for team work and writing projects. To select documents for review pro
- The **Virtual Whiteboard** is a function of the Collaboration Tool that provides users with an interactive whiteboard whereby users can write, erase, or draw to communicate with other users. This tool provides participants with a typical meeting tool in a virtual environment and can be initiated by clicking the white icon located on the Web Conferencing Console.
- **Instant Messaging** is available through the Web Conferencing function to communicate with participants in real-time. This capability is ideal for quick, communication. You may begin to utilize this function by clicking the dialogue bubble icon on the Web Conferencing Console.
- **Voice Streaming** is available to provide an audio conference capability in conjunction with the visual capabilities Web Conferencing offers. By enabling voice streaming, participants can talk with other users during conferences. You may begin using this functionality by clicking on the connected human icon on the Web Conferencing Console.
- **File Saving** allows users to keep files that are shared via Web Conferencing that are not accessible through the document repository. You may save any item or file found through Web Conferencing by clicking the disk icon on the Web Conferencing Console.
- **Participant Polling** provides an opportunity for participants to track preferences, opinions, needs, etc...of their team. This user-friendly tool allows you to enter your polling question and provide multiple choice answers for users to select. You may create multiple polls and share results of any poll created.

If you have additional questions on Web Conferencing, please contact Grady.Terry@epa.gov.